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Data Processing Minutes 03-30-2002

DATA PROCESSING ADVISORY BOARD

Meeting Memorandum

March 30, 2001

Board Members (members not in attendance are denoted by an X):

Al Minervini

Ruth Lewis

Caryn Cove

John Britt

Kay Donovan

Frank Murphy

X Corrine Rainville

X George Kocur

X Robert Greeley

Nancy Galkowski

X Kevin O'Brien

Others in attendance:

Ray Bloom

Fred Fantini

Rich Maimone

Paul Coughlin

Kent Larson

Ted Mael

Cindy Diminture

MaryEllen Loud

Joe Miksis

The meeting was called to order at 10:00 AM by Mr. Minervini, chairman.

Mr. Minervini explained that the purpose of the meeting was to review the final report to town meeting and the status of projects. He then distributed a copy of the revised 5 year IT plan and a final draft of the requests as approved for FY 2002. He recommended changes to accommodate requests made by the library. The board agreed to revise the long term plan to reflect these requests.

Nancy Galkowski questioned the amounts requested for future years and asked that specific items be moved to reflect a more realistic budget. After some discussion, it was decided to adjust the 5 year plan to reflect her recommendations.

Frank Murphy indicated that he was planning to review the original 5 year plan and report back on items that may need to be revisited. He has a copy and is going through the process at this time and expects to report back to the board at a later meeting.

Al Minervini asked if there were any other requests that any committee members were aware of that were not included in the current version of the 5 year plan. None were brought forward. He then updated the board on a discussion that took place at the audit advisory committee meeting. The Town Manager and Town Treasurer requested that the parking ticket system in the town be automated to the extent that hand held parking ticket devices could be used to automatically upload information to the computer system. He passed out copies of three proposals from companies that provide this level of automation.

Paul Coughlin provided an overview of the current system and recommended improvements that would not require a significant investment. He indicated that the current vendor for the Police Department could not justify developing a system for this purpose, so any new device would not be compatible with the existing database. He recommended procedure changes that would help speed up data entry.

Fred Fantini suggested that the town use the existing integrated collection system to gather the information and eliminate the need to enter data into the QED (police) system. Paul agreed as long as the fields of information required by the police would be included in the collection system database.

It was recommended that Al Minervini meet with the programmers to evaluate the current data structure to determine if the needs of the police could be included in the collection system.

Al Minervini then indicated that he had finalized a decision to use 'pegasus' as a new email system for the town, and that his department would support this product. After some concern was raised by Caryn Cove and Nancy Galkowski, it was determined that the system would meet the needs of the town as long as there was ample training and support services.

Mr Bloom asked for more technical information regarding the town's email server which was answered by Joe Miksis.

On a motion, the meeting adjourned at 12:05 PM